Title (Units): **GFQR1006 IT for Success in Everyday Life and Work (3,2,1)**

Course Aims: This course aims to prepare students for the challenges of their everyday life and work by equipping them with practical knowledge and skills to engage in fast-moving information technology. Its main thrust is the incorporation of essential forward-looking IT concepts illustrated with real-world examples and coupled with hands-on experiences in the support of problem solving and creative application of IT.

Prerequisite: Nil

Anti-requisite: GCIT1006 IT for Success in Everyday Life and Work

Course Intended Learning Outcomes (CILOs):
Upon successful completion of this course, students should be able to:

No.	Course Intended Learning Outcomes (CILOs)
	Knowledge
1	Describe key concepts in different areas of information technology (IT) and explain their implications to our daily lives.
2	Describe major trends in IT, and explain how they bring new opportunities and challenges to our society.
	Skill
3	Use IT tools to acquire, store, organize, process and maintain information.
4	Use IT tools to communicate and present information of different digital media types.
5	Identify and apply appropriate IT tools for solving daily life problems and to support life-long learning.

Calendar Description: This course is to prepare students for the challenges of their everyday life and work by equipping them with practical knowledge and skills to engage in fast-moving information technology. Its main thrust is the incorporation of essential forward-looking IT concepts illustrated with real-world examples and coupled with hands-on experiences in the support of problem solving and creative application of IT.

Teaching and Learning Activities (TLAs):

CILOs	Type of TLA
1-2	Lectures:students will learn key concepts in different areas of information technology and their implications to daily life. Students will also learn the major trends in IT, and explain how they bring new opportunities and challenges to our society.
3	Software lab sessions:via a series of lab sessions, students will learn and practise the use of some software packages for managing various forms of information which are commonly encountered in their daily lives. Detailed lab sheets will be provided. Each of them contains exercises to be completed within the lab session.
3 - 5	Problem Solving Sessions (PSS):via a series of problem solving sessions, students will learn how to apply the skills acquired via the lab sessions to finish an information management project. In particular, students will walk through steps including information search, acquisition, storage, processing, analysis, and presentation.
3 - 5	Project:students will integrate the knowledge/skills they learn in the course. The project requires them to go through an information management cycle in which they can apply their acquired skills/knowledge in different stages of the project. Finally, they are required to present their findings in various formats such as written reports, web pages and presentation slides.

Assessment:

No.	Assessment Methods	Weighting	CILOs to be addressed	Description of Assessment Tasks
1	Examination	30%	1, 2 ,5	Final examination questions are designed to determine to what extent the students have achieved the expected learning outcomes.
2	Exercises	20%	3 - 5	Exercises are designed to practice the usage and to measure how well students can use the IT tools they have learned in this course.
3	Practical test	20%	3 - 4	Practical test is designed to measure how well students can solve daily life problems with the IT tools they have learned in this course.
4	Project	30%	3 - 5	Project is designed to measure how well students can apply the concepts and tools they have learned in this course to solve one daily life problem with team effort.

Assessment Rubrics:

	Excellent (A)	Good (B)	Satisfactory (C)	Marginal Pass (D)	Fail (F)
Information Technology Knowledge	• Demonstrate thorough knowledge and understanding of the key concepts in IT • Able to give a thorough explanation on how IT brings new opportunities and challenges to our society • Able to give a thorough description of major trends in IT	• Demonstrate sufficient knowledge and understanding of key concepts in IT • Able to give a sufficient explanation on how IT brings new opportunities and challenges to our society • Able to give a sufficient description of major trends in IT	• Demonstrate some knowledge and understanding of key concepts in IT • Able to give some explanation on how IT brings new opportunities and challenges to our society • Able to give some description of major trends in IT	• Demonstrate limited knowledge and understanding of key concepts in IT • Able to give limited explanation on how IT brings new opportunities and challenges to our society • Able to give limited description of major trends in IT	• Demonstrate little or no knowledge and understanding of key concepts in IT • Give little or no explanation on how IT brings new opportunities and challenges to our society • Give little or no description of major trends in IT
Information Search and Resources	• Use many retrieval tools with a high degree of effectiveness in finding	• Use sufficient retrieval tools with a high degree of effectiveness in finding and accessing	• Use sufficient retrieval tools with a considerable degree of	• Use minimal retrieval tools with a moderate degree of effectiveness in finding and accessing	• Unable to use any retrieval tools to find and access informatio

	Excellent (A)	Good (B)	Satisfactory (C)	Marginal Pass (D)	Fail (F)
	and accessing informatio n to the needs	information to the needs	effectiven ess in finding and accessing informatio n to the needs	information to the needs	n to the needs
Data Storage	• Use software tool(s) to store the collected data with a high degree of effectiven ess	• Use software tool(s) to store the collected data with a considerate degree of effectiveness	• Use software tool(s) to store the collected data with some degree of effectiven ess	• Use software tool(s) to store the collected data with a moderate degree of effectiveness	• Unable to use software tool(s) to store the collected data properly
Data Analysis	• Use of software tool(s) to analyze data with a high degree of effectiven ess	• Use of software tool(s) to analyze data with a considerable degree of effectiveness	• Use of software tool(s) to analyze data with some degree of effectiven ess	• Use of software tool(s) to analyze data with a moderate degree of effectiveness	• Unable to use software tool(s) to analyze data properly
Multimedia Processing	• Use of software tool(s) to create and edit multimedi a data such as image, audio and video with a high degree of effectiven ess	• Use of software tool(s) to create and edit multimedia data such as images, audio and video with a considerable degree of effectiveness	• Use of software tool(s) to create and edit multimedi a data such as images, audio and video with some degree of effectiven ess	• Use of software tool(s) to create and edit multimedia data such as images, audio and video with a moderate degree of effectiveness	• Unable to use software tool(s) to create and edit multimedi a data such as images, audio and video
Web page Authoring	• Use of a software to publish web pages with a high degree of effectiven ess	• Use of a software to publish web pages with a considerable degree of effectiveness	• Use of a software to publish web pages with some degree of effectiven ess	• Use of a software to publish web pages with a moderate degree of effectiveness	• Unable to use a software to publish web pages
Information Present ation	• Use of a word processing software to create a	• Use of a word processing software to create a well-	• Use of a word processing software to create a	• Use of a word processing software to create a minimal	• Use a word processing software to create a

	Excellent (A)	Good (B)	Satisfactory (C)	Marginal Pass (D)	Fail (F)
	high standard document • Use of a presentation software to produce high standard multimedia slides • Present the project orally with a high degree of effectiveness	presented document • Use of a presentation software to produce well-presented multi media slides • Present the project orally with a considerable degree of effectiveness	reasonable quality document • Use of a presentation software to produce reasonable quality multimedia slides • Present the project orally with some degree of effectiveness	standard document • Use of a presentation software to produce minimal standard multimedia slides • Present the project orally with a moderate degree of effectiveness	poor quality document • Use of a presentation software to produce poor quality multimedia slides • Unable to present the project orally
Information Management Cycle	• Demonstrate thorough understanding of the use of information management cycle to conduct a project • Excellent mastery of applying different IT tools to the project	• Demonstrate sufficient understanding of the use of information management cycle to conduct a project • Good mastery of applying different IT tools to the project	• Demonstrate some understanding of the use of information management cycle to conduct a project • Acceptable mastery of applying different IT tools to the project	• Demonstrate limited understanding of the use of information management cycle to conduct a project • Some mastery of applying different IT tools to the project	• Demonstrate little or no understanding of the use of information management cycle to conduct a project • No or little mastery of applying different IT tools to the project

Course Content and CILOs Mapping:

Content		CILO No.
I	Cyber World Technology Concepts	1 - 2
II	Information Technology Skills	3, 4
III	Information Management Cycle	3 - 5

References:

- Electronic and printed materials prepared by instructors (e.g., presentation slides, problem-solving worksheets and software laboratory sheets) will be used.
- Brian K. Williams and Stacey C. Sawyer. Using Information Technology, 11th Edition, McGraw Hill, 2015.
- Misty Vermaat, Susan Sebok and Steven Freund. Discovering Computers, Complete. Cengage Learning, 2014.
- June Jamrich Parsons and Dan Oja. New Perspectives: Computer Concepts, Comprehensive, 16th Edition, Cengage Learning, 2014.
- Ann Shaffer, Patrick Carey, June Jamrich Parsons, Dan Oja and Kathy T. Finnega. New Perspectives on Microsoft Office 2013, First Course. Cengage Learning, 2014.
- Ann Shaffer, Patrick Carey, Roy Ageloff, S. Scott Zimmerman and Beverly B. Zimmerman. New Perspectives on Microsoft Office 2013, Second Course. Cengage Learning, 2014.

- Alan D. Evans, Kendall E. Martin and Mary Anne Poatsy, Technology in Action, Complete, 11th Edition, Pearson Education International, 2015.
- Timothy J. O′ Leary and Linda I. O′ Leary, Computing Essentials: Making IT Work for You, Complete, 2015 Edition, McGraw Hill, 2015.

Course Content:

Topic

I. Cyber World Technology Concepts
   A. Digital devices for work, leisure and life
   B. Dynamic media: beyond the use of words
   C. Data management in big data era
   D. Working with the Internet
   E. Protecting your computer from attacks
   F. Privacy, copyright and ethical issues
   G. The global computer: cloud computing
   H. Challenges and trends in the digital age

II. Information Technology Skills
   A. Information search
   B. Data processing and analysis
   C. Multimedia processing
   D. Web page authoring
   E. Information organization and presentation

III. Information Management Cycle
   A. An introduction to information management cycle
   B. Electronic and printed materials prepared by instructors (e.g., presentation slides, problem-solving worksheets and software laboratory sheets) will be used.
   C. Brian K. Williams and Stacey C. Sawyer. Using Information Technology, 11th Edition, McGraw Hill, 2015.
   D. Misty Vermaat, Susan Sebok and Steven Freund. Discovering Computers, Complete. Cengage Learning, 2014.
   E. June Jamrich Parsons and Dan Oja. New Perspectives: Computer Concepts, Comprehensive, 16th Edition, Cengage Learning, 2014.
   F. Ann Shaffer, Patrick Carey, June Jamrich Parsons, Dan Oja and Kathy T. Finnega. New Perspectives on Microsoft Office 2013, First Course. Cengage Learning, 2014.
   G. Ann Shaffer, Patrick Carey, Roy Ageloff, S. Scott Zimmerman and Beverly B. Zimmerman. New Perspectives on Microsoft Office 2013, Second Course. Cengage Learning, 2014.
   H. Alan D. Evans, Kendall E. Martin and Mary Anne Poatsy, Technology in Action, Complete, 11th Edition, Pearson Education International, 2015.
   I. Timothy J. O'Leary and Linda I. O'Leary, Computing Essentials: Making IT Work for You, Complete, 2015 Edition, McGraw Hill, 2015.
   J. Integrate IT knowledge and skills for performing steps such as data collection, data acquisition, data storage, data processing and analysis, reporting and presentation, etc.